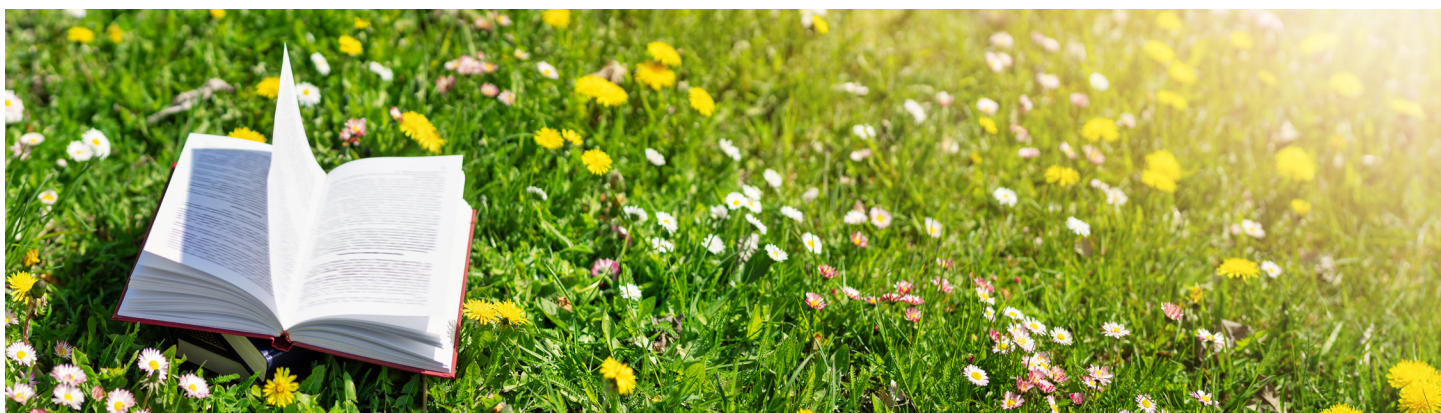


# SHOW ME **EXPRESS** *State Library Newsletter*

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July 2021



## Message from the State Librarian

**Robin Westphal, State Librarian**



It is time to start thinking about the Public Library Survey (PLS). As a library director, I never looked forward to completing the PLS, but I certainly utilized the data collected from Missouri's libraries when making decisions about collection development, programming and

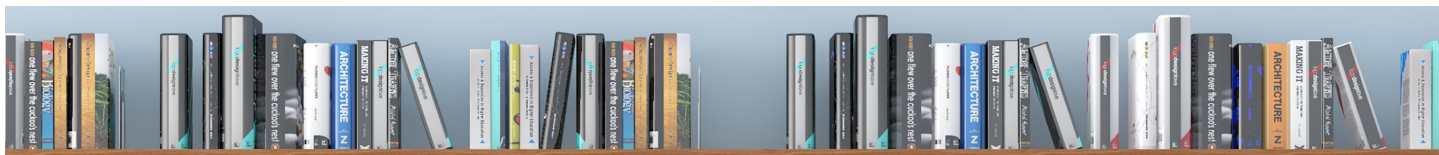
staffing. The PLS is used to collect data from over 9,000 public libraries nationwide and is used by the Institute of Museum and Library Services (IMLS), the American Library Association (ALA) and is provided to both national and statewide policymakers as we look for funding and other

policy changes regarding libraries. The Missouri State Library and Secretary of State's office both use the data to inform legislators and other state agencies about the work of libraries.

The PLS has been used to collect nationwide library data since 1988 and data sets from 1992 to 2020 are available for review on [IMLS' website](#). If you would like to look at past PLS data for Missouri, we have it back to 2013 on our [website](#).

The best way to reflect how the pandemic has impacted library service is through the PLS. Admittedly, it does require a lot of detailed analysis because there are at least 3 different fiscal year periods observed in Missouri libraries.

Details about upcoming webinars and how to access past training on the PLS are available later in this newsletter.



# Missouri State Library News

## State Aid Certification Reminder

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Please remember that annual State Aid Certification documents need to be submitted to the Missouri State Library by **July 31**. These documents must be submitted by this date in order to qualify for State Aid.

The three forms that must be submitted are:

1. [State Aid Application](#)
2. [Board of Trustees List](#)
3. [Certificate of Compliance](#)

## Missouri Youth and Children (MOYAC) Discussion List

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MOYAC is an unmoderated discussion list, sponsored by the Missouri State Library, for staff providing children's and young adult services in Missouri's public and school libraries. MOSL staff frequently share youth services-specific training opportunities on the list as well as youth services

The forms may be submitted by email or fax:

- Email the forms to [mostlib@sos.mo.gov](mailto:mostlib@sos.mo.gov)
- Fax the forms to (573) 751-3612

Please submit all three forms together. If you have any questions, please contact Cory Mihalik at [cory.mihalik@sos.mo.gov](mailto:cory.mihalik@sos.mo.gov) or by phone at (417) 895-5000.

## The 2021 Public Library Survey Launches August 2

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The annual Public Library Survey (PLS) will open for data entry on August 2. All library directors will receive an email containing their login details, along with additional information on the survey and useful resources once the survey opens for data collection. The deadline for final submission of the PLS will be November 30.

Several changes have been made to the 2021 survey, including in the area of counting in-person and virtual programming. Similar to last year, libraries should continue to track programs separately for in-person, live virtual, and recorded virtual programs. This year will also see the addition of tracking off-site, in-person programming. The COVID-related questions introduced in last year's survey will remain on the survey in 2021, and it will be important for libraries to be able to accurately report the amount of

information and news. MOYAC is also a place for you to pose questions or share information with your fellow youth services staff across the state. You can register for the list at:

<http://lists.more.net/mailman/listinfo/moyac>.

time that branches were closed or operated with limited hours during the reporting period.

Baker and Taylor's Bibliostat Collect platform will once again be used for data collection. Instructions for using the Bibliostat software, as well as videos covering the counting of electronic resources and programming can be found on the [state library's video archives page](#).

Two training webinars will be held in August to go over the PLS, and registration can be completed by clicking on the links below or visiting the [training catalog](#):

**Wednesday, August 1 at 2 p.m. – [Introduction to the Public Library Survey](#)**: intended for those largely unfamiliar with the PLS, this training will give an overview of the survey and software used to complete the survey. ➔



**Wednesday, August 18 at 10 a.m. – [The 2021 Public Library Survey](#):** will give an overview of the changes made to the current year's survey, with in-depth discussions of how to count programming numbers. It is recommended for everyone filling out the survey.

Additional trainings may be held at later dates dependent on demand.

More details will be provided when the survey information is sent out next month, and during

the training webinars. Please remember that completing the PLS is a requirement to qualify for state aid and late submissions will likely disqualify your library from future state aid eligibility. If you have any questions about the survey and any of the upcoming changes please contact Cory Mihalik at [cory.mihalik@sos.mo.gov](mailto:cory.mihalik@sos.mo.gov) or (417) 895-5000.



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## **Understanding Compassion Fatigue in Your Library, Aug. 20 at 2 p.m.**

During this session, led by Trainer/Library Consultant Linda Bruno, you will learn what "compassion fatigue" is, how to recognize it, how it affects the work environment, and what you

can do about it. Registration is required and can be completed at [Understanding Compassion Fatigue](#).

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## **Effective Library Boards**

This four-part webinar series, led by Bonnie McKewon from the State Library of Iowa, will provide library directors and trustees of all types, sizes, and budgets with information on library board basics; including roles and responsibilities, library policies, effective board meetings, and the importance of telling your library's story. Registration is for all four parts of the series and can be completed at [Effective Library Boards](#).

Each session, open to library directors and board members, will last one-hour and begin at 7 p.m.

### **Topics and dates are:**

- **July 13:** *Problem-Solving the Upstream Way.*
- **Sept. 14:** *Policies for Results: An Overview.*
- **Nov. 9:** *The Art of the Board Meeting.*
- **Jan. 11, 2022:** *The Board's Role in Storytelling.*

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## **Basic Supervision Webinar Series**

This four-part webinar series, presented by Tiffany Hentschel, will train library directors and others in library supervisory positions on legal responsibilities, people skills, performance assessments, and coaching and mentoring, to improve the knowledge and skills of staff involved in library administration and management. Each session will last one hour and

begin at 10 a.m. Registration is required and can be completed at [Basic Supervision](#).

### **Topics and dates are:**

- **Oct. 29 and Nov. 12:** *Human Resources 101*
- **Nov. 19:** *Creating a Welcoming and Inclusive Workplace Culture*
- **Dec. 10:** *Motivation and Performance Management*

## MALAPro Webinars

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*Resiliency* with Pat Wagner, Pattern Research, Wednesday, July 14, 10-11 a.m. Look up the word *resiliency* in the dictionary and read the various definitions: "Bounce back immediately as a better version of yourself, stronger than ever!" "Recovery from tragedy refreshed and renewed!" "Hardiness!" "Strength!" "Plasticity!" That's all well and fine - but in these stressful times, most mortals, like you and me, are grateful if we even remember to brush our teeth and get dressed before noon.

So let us redefine it... Resiliency, among other things, is:

- Figuring out how to finish a project when you are the only one to show up while still maintaining good relationships with the people who let you down.
- Admitting with grace that you messed up and volunteering to make it right.

## MOREnet Training

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A Technical Training Summit is being hosted by MOREnet providing a hands-on, deep dive into different topics. The summit will be in-person with physical distancing at the MOREnet training rooms from 10 a.m. to 3 p.m. Due to limited space

### Zoom or Libraries, Tuesday, July 20, 3-4 p.m.

MOREnet members have access to two fantastic resources for working with and storing all types of video. This class is a hands-on look at Zoom, an easy-to-use tool for video, videoconferencing and live broadcasting. Participants will learn the features and functions of Zoom, then set up and

- Being able to accept help from others, and, at the same time, being generous, without expecting reciprocity.
- Finding your own purpose in life to keep you anchored when things go haywire.
- Being able to dust yourself off and continue. Again, and again.

Topics include respite and good humor, developing a sense of perspective, finding ways to make small steps when big steps are impossible, learning tips from the experiences of people who have survived physical and emotional trauma, and how library personnel can help themselves and their stakeholders feel more resourceful in hard times.

More information and registration is available at [Resiliency](#).

be sure to register early at [Technical Training Summit](#). The dates and topics are:

- **July 14** - Fortinet for Libraries
- **Aug. 4** - Building your Cybersecurity Awareness Program

test video in different scenarios. Once the videos are created, we will explore DaCast as a video repository. Learn how to upload and manage videos and users in this clean, easy-to-use interface. Registration is available at [Zoom for Libraries](#).

## Amigos Webinars

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Amigos provides webinars on a wide range of topics, including a weekly Know & Go series. A list of upcoming webinars is available at [Amigos' Continuing Education Services](#). Some of the trainings offered in July and early August are:

- July 8: Unconscious Bias in Hiring Practices
- July 13: Library Staffing in the "New Normal" of Post-COVID

- July 15: Library Management: Everyday Negotiations
- July 19: Know & Go: Navigating Online Services and Virtual Meeting Fatigue
- Aug. 2: Know & Go: Managing Remote Staff





## Amigos Conference

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Join Amigos on August 11 for the virtual conference, *Adventures in Archives - Where are we going and where have we been in preservation, digitization and local history*. Throughout the day, a variety of peers and experts will explore the

process, planning, progression and directions taken by librarians engaged in documenting history today. Attendance is FREE for Amigos Library Services members. Registration is available at [Adventures in Archives](#).

## Reference Services for YOU: Resources for Unemployment

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Maintaining employment opportunities within communities, especially during critical times, is always a top priority. While public libraries have long been a resource for local job seekers, you may have seen an increase in demand for these services over the past year. Below are some state resources to consider adding to your toolbox when patrons come looking for job help, career development, or similar information.

- [Jobs.Mo.Gov](#) – This site can help job seekers file for unemployment, look for training opportunities and apprenticeships, and find job fairs and other services. A map is also available to find a local Missouri Job Center near you.
- [MoCareers](#) – A one-stop search for job openings in most Missouri state agencies. You can search by department, location, and keyword, or set up a job alert to be notified of future openings. Listings can also be found on individual department websites.
- [24/7 Missouri](#) – For those looking to start a new business, this page offers resources for registration, hiring, financial assistance, and permits. It can also help existing businesses find workforce training, hire new employees, and file their taxes.

- [MERIC](#) – The Missouri Economic and Research Center provides two databases for employment statistics. [Occupational Employment and Wage Estimates](#) provides average wages for select job titles per year. [Current Employment Statistics](#) shows the number of jobs per industry, and how they have changed over time. This information can help jobseekers make wise decisions for their long-term career goals.

You can find this information and more in the [Jobs & Unemployment](#) box on our Missouri State Agency Databases Guide.

Need help? If you or a patron have questions about government information or resources available through the State Library, please contact Reference Services by phone, email, or chat. We are available Monday through Friday, 8 a.m. to 5 p.m., and are always happy to help!

**Phone:** (573) 751-3615

**Email:** [libref@sos.mo.gov](mailto:libref@sos.mo.gov)

**Chat:** visit [mostate.libguides.com](http://mostate.libguides.com) and click the "Ask Us" tab on the right



## New Books From The Missouri State Library

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- [The Efficient Library: Ten Simple Changes That Save Time and Improve Service](#)
- [Spreadsheets for Librarians: Getting Results with Excel and Google Sheets](#)
- [Freedom Libraries: The Untold Story of Libraries for African Americans in the South](#)
- [Literacy Engagement through Peritextual Analysis](#)
- [Ethics for Records and Information Management](#)
- [Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions](#)
- [The Complete Guide to Institutional Repositories](#)
- [Practical Data Science for Information Professionals](#)
- [The Service Culture Handbook: A Step-by-Step Guide to Getting Your Employees Obsessed with Customer Service](#)
- [Lessons for Nonprofit and Start-Up Leaders: Tales from a Reluctant CEO](#)

We are pleased to offer direct borrowing from the Missouri State Library to Missouri

public library directors and branch managers for continuing education and professional development. State Library cards are issued in the name of the library director or branch manager. Directors and branch managers are encouraged to borrow items for themselves or any of their library's staff with this card by placing a request in our [catalog](#). Holds and renewals can be managed from the catalog under [My Library Account](#).

To sign up for a card, visit our [guide](#) for Missouri public library directors. The guide also features new books, recorded webinars, government publications, and resources that are more helpful.

For assistance with placing holds, requesting a card, replacing a card, or for additional information, please contact Reference Services by phone, email, or chat. We are available Monday through Friday, 8 a.m. to 5 p.m., and are always happy to help!

**Phone:** (573) 751-3615

**Email:** [libref@sos.mo.gov](mailto:libref@sos.mo.gov)

**Chat:** visit [mostate.libguides.com](https://mostate.libguides.com) and click the "Ask Us" tab on the right

## Around the State

### Welcome New Director!

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**Sue Lightfoot-Horine** at Livingston County Library • **Joyce Simmons** at Seymour Community Library  
**Megan Michel** at Doniphan-Ripley County Library • **Jackie Hawes** at Trails Regional Library

## Grant Opportunities

### [Bicentennial Program Grant](#) – **Deadline Extended**

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The Bicentennial Program Grant application deadline has been extended to Sept. 15! To celebrate the 200th anniversary of Missouri statehood - Aug. 10 - the Bicentennial Program Grant is being offered to Missouri public libraries certified to receive State Aid, Missouri school libraries that are publicly supported and publicly controlled, and Missouri academic libraries,

either publicly supported or private to bring an educational presentation to their community. Collaboration between local academic, school and public libraries will be given high priority. Questions? Contact Matt Butler, Digitization Consultant, at [matthew.butler@sos.mo.gov](mailto:matthew.butler@sos.mo.gov) or (573) 522-1477.

### **Author Visit Grant • DEADLINE: Ongoing**

This grant is specifically designed for school or public libraries to bring an author to their community. Virtual events are also applicable. Grants range from \$500 up to \$5,000. All travel for the author must be included as part of a flat rate fee for the author. Other additional costs allowable: publicity and promotional items, up to \$500 towards library materials for collection development related to the project, additional

staff hours, and transportation for youth from school or licensed childcare. These grants are supported by IMLS under the provision of the Library Services and Technology Act as administered by the Missouri State Library. Questions? Contact Lysha Thompson, Youth Services Consultant, at (573) 522-9564 or [lysha.thompson@sos.mo.gov](mailto:lysha.thompson@sos.mo.gov).

### **Show Me Steps Grants • DEADLINE: Ongoing**

Interested in attending a professional development opportunity, but need additional funds? Show Me Steps to Continuing Education grants provide reimbursement for up to 75% of the cost of eligible, non-credit continuing education event. The grant may be used to send an individual to a training or to bring a trainer to a group. Applications are accepted year-round and are available at [Missouri State Library Online Grant Management System](#).

The Institute of Museum and Library Services support these grants under the provision of the Library Services and Technology Act as administered by the Missouri State Library. If you have questions about the Show Me Steps grant opportunities, please contact Merideth Johnson at [merideth.johnson@sos.mo.gov](mailto:merideth.johnson@sos.mo.gov) or call (573) 751-1822.

Upcoming eligible conferences include, but are not limited to:

- [Missouri Library Association Annual Conference](#) St. Louis, MO, from Sept. 29-30
- [Association for Rural and Small Libraries \(ARSL\)](#) Reno/Sparks NV, from Oct. 20-23